

WRITING

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Concisely

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Concisely

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ARTICULATE CONCISELY

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WORDS

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The Transposed Letters Effect

Use the Words You Learn

Write Each Thought As You Think It

Keep an Audio-Journal and Transcribe It

Keep a Thought Log

Keep an Error Log
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SPEAKING

Tone of Voice
Each Statement is a Melody
and Each Melody is a Statement
Legally Audio-Record Your
Conversations
Discuss One Issue at a Time

THINKING FASTER

Thinking Faster Even Saves
Lives
It's Usually Better to Think
About Only One Topic at a Time
Think Using Short Words
Think a Specific Thought Only
Once
Think Using Parataxis
Sentences

ILLOGIC IDIOMS

DO NOT TO SAY
Head Over Heels in Love
If the Opportunity Presented
Itself
It Goes Without Saying
Needless to Say
Meteoric Rise to Success
Near Miss
No Problem
No Worries or Don't Worry
Quantum Leap
Sanction
Sit Down or Stand Up
The Alarm Went Off
Trial and Error
Understand

It fell

USUALLY OMIT

SAY IT CONCISELY

The Internet Game Show

This groundbreaking book shows everyone that writing, a skill almost everyone mistakenly believes is very difficult, when one follows step-by-step instructions provided caringly, is in reality one of the *easiest, most enjoyable, most rewarding, and most fun word games*.

WRITING

Compose, Speak, and Write Concisely

Concise speech and writing are perfect, a pleasure to hear or read, instantly deliver messages, and everyone time and effort, two things that boil down to money. Wordy speech and wordy writing, are the opposite.

By articulating your sentences concisely, you will be able to say or write any statement using around 20% fewer words in about 20% less time. Though those percentages seem unimportant, they accumulate and give you long swaths of time and “personal energy units” you can use to do other things.

This concise articulation, speech, and writing manual will show you how to, for example, reduce an 11-word sentence such as, “Never use a longer word where a short one will do” to only 6 words, “Use the shortest words that work”. George Orwell wrote the long sentence in 1946. A Wyzant.com writing tutor wrote the short one 77 years later, in 2023.

Because to write, you have to think more and think deeper than when you only speak but do not write, the more you *write*, the more you need to think in order to simplify and improve any statement you would just say or blurt out. And the more you think, the better you will think, and the better you will write. No matter how deficient your writing skills may be right now, each time you write you will automatically and invariably write better, and before you know it you will be writing as well as you hope to and you will continue to increasingly write better.

WORDY • Concise

despite the fact that • *though*
does not have to • *needs not*
does not have any • *lacks*
due to the fact that • *because*
for fear that • *lest*
he did not have any • *he had no*
if I would have known • *had I known*
if it weren't for • *but for*
in ORDER to • *to*
in the event that • *if*
in the neighborhood of • *about*
in what other way • *how else*

Three Steps to Articulate Concisely

- 1) Look at each word you wrote in each sentence in your first draft and ask yourself: Do I need this word to make this sentence work?"
If you do not need it, delete it.
- 2) If you wrote a long word, search for a short synonym in Microsoft Word by right clicking on it, selecting "Synonyms", and selecting a short one.
- 3) If you wrote the same word or idea unnecessarily more than once, delete its repetition(s).

Though initially making something you wrote concise will take you longer than if you had left it wordy, the more sentences you make concise, the easier and the better it gets for you to make sentences concise, and the sooner you will also be extemporaneously speaking and writing concise first drafts.

Omit Needless Words

Cornell University Professor William Strunk Jr. gave us the solution to wordiness: "Omit needless words" because "vigorous" speech and "writing" are "concise, a sentence should contain no unnecessary words, and a paragraph no unnecessary sentences, for the same reason that a drawing should have no unnecessary lines, and a machine no unnecessary parts." Dartmouth College Professor David Lambuth advised, "Always use the simplest and shortest words". Robert Hartwell Fiske, English's top concise writing advocate and expert, wrote 20 of the most helpful books on how to write concisely. Read some of his marvelous book.

Every writing situation and every writing genre does not require the writer to write concisely. Rudolf Flesch, a genius reading, *readability*, and writing expert wrote 16 books on those topics. And among uncountable excellent tips, he cautions writers not to be "too brief", says that it is okay to go "off topic", and suggests every writer "write as if he or she were "talking with their" best "friend". His book, "*Why Johnny Can't Read — And What You Can Do About It*" is an exposé on American reading education and was an immediate bestseller for 37 weeks and became an educational *cause célèbre* (1955). In it, he concluded that the whole-word (*look-say*) method was ineffective because it lacked *phonics* training. He was critical of the simple stories, and limited text and vocabulary in the *Dick and Jane* reading books because they taught students to read by memorizing word meanings and how to say them. He believed that the *look-say* method did not adequately prepare students to read more complex materials in the upper-grades.

Writing is the Coolest Word Game

1. Active Voice — Always use it. “Charlie ate pizza” (*subject + verb + object*).
2. Alliterations — Use them sometimes. In “Dunkin Donuts”, the “D” is repeated to give it rhythm.
3. Audio-Record Your Conversations to think, speak, listen, and write better.
4. Audio-Record Your Journal on your mobile, then transcribe the gems.
5. Be Tactful. Prevent Misunderstandings. Never Hurt Your Reader’s Feelings.
6. Complete Sentences — Write those type of sentences; they contain a *subject* and a *predicate*.
7. Contractions — Use them (except in formal, business, or school papers).
8. Descriptive (Factual) Adjectives — Use them. “*Sunny morning*” (“sunny” describes the morning).
9. Different Ideas — Delete any *unrelated* idea from a sentence and create a new sentence for it.
10. Direct Questions — They place the auxiliary verb before the subject. Did Sam eat? Use them.
11. Easy-to-Read Sentences Are Simple, Short, and Concise.
12. Edit Your Paper Using Red, Green, Blue, and Black Pens.
13. Elliptical Sentences — Use them; they leave out words knowing the brain always fills in any blanks.

14. Emphasize — Use *italics*, underline words, CAPITALIZE them, or make them **bold**.

15. Error Log — Keep one that includes ways not to repeat the errors you (or others) committed.

16. First Person Singular — It is best to say or write: “I love to write”, not “He loves to write”.

17. *Google Dictation App* — It types each word you say and lets you apply more *energy units* to think.

18. *Google Translate App*. In it, *Siri* will narrate what you wrote for you to hear how it sounds.

19. Handwrite Sometimes — It will connect you with your essence and your soul, more than typing.

20. Interpretive Adjectives. Only use them when it's crucial. “*Tastiest pizza*” (“tastiest” describes the pizza).

21. Keywords — Highlight each paragraph's *keywords* to optimally (re)order your paragraphs.

22. Needless Words and Obvious Words or Statements — Always omit them.

23. Numbers and Figures — Round numbers off for readers to easily and quickly grasp them.

24. Outline — Writing one and prioritizing its topics helps, but some writers write without them.

25. Overly Brief or Overly Concise — Never be overly brief or overly concise. Practice moderation.

26. Overly Detailed Descriptions — It is best not to use them, unless one is required or requested.

27. Parataxis Sentences — Use them. “I came, I saw, I conquered” by Julius Caesar, is one example.

28. Parentheses — Inside parentheses, write something you want to mention casually.

29. Passive Voice — Never use it. “A pizza was eaten by Charlie” (*object + verb + subject*).

30. Put Yourself in Your Reader’s Shoes — Write things in ways that will help your readers the most.

31. Paragraphs — Keep paragraphs short. Each paragraph’s sentences must support a *single idea*.

32. Sentences — Sentences usually contain a *subject* and a *predicate*. Keep sentences short.

33. Specify — Eliminate confusion, include a few details, examples, figures, cases, or stories.

34. Synonyms — It is best to replace certain words with simpler, concise, and shorter synonyms.

35. The Easiest and Most Effective Way to “Write Is As If You Were Talking to Your Best Friend.”

36. Titles and Subtitles — Give each paper a *unique* title, and give each paragraph a subtitle.

37. Uncommon or Advanced Words — Those special words attract attention and impact most.

38. Unintentionally Repeated Statements — Delete them.

39. Verbs — Use more active verbs than nouns.

Place the adverb *before* the verb.

40. When You Can, To Think More

Productively, Write Your Thought As You Think
Them.

41. Word Order — Word order changes the
meaning and says who or what is more
important.

42. *Words Are Musical.* Every statement plays a
melody, and every melody sings a statement.

43. Write Each Part of a Sentence in a New
Line to simplify and expedite rewriting.

44. Write Things in a Positive Way — Use
pleasant, positive words to make everyone feel
happy.

Write Each Basic Idea on One Line

To easily grasp what each idea in each sentence means, write each basic idea on a new line. Seeing them arranged that way makes it much easier to reorder words, clauses, and ideas, and make other improvements.

To figure out the best order to place any sentence's parts, write each part in a column, and depending on what you want to give more importance to, reorder them differently, as in:

My family and I will fly to

Egypt
to see
the pyramids

China
to see
the Great Wall

Africa
to see
the wild animals

Ecuador
to see
the rainforest and the Galapagos Islands

Panama
to see
the Panama Canal

Italy
to see
Michael Angelo's paintings and sculptures

Assemble an Outline

Outlines are like skeletons you can add muscles to, they help writers organize and prioritize the things they *will* write about. However, some writers create an outline or a list of the things as they are writing their paper, or after they *wrote* it and use it to organize their paper. Some writers do not use an outline. Your outline can be only a rough idea of how you plan to write and develop your paper; it can be inexact.

To write an outline:

- 1) Identify your topic and thesis statement.
- 2) Decide which points (things) you want to write about in your paper.
- 3) Write each point on one line in numerical order — making sure each point connects back to your main point, your “thesis statement”.

Write Subtitles

To write or insert sentences into the correct paragraph, type **Bold Subtitles** that specify each paragraph's topic (like I did in this book). If you choose to submit your paper with subtitles, format them MLA or APA Style.

- Each paper must have a **thesis** (a point of view the writer is willing to fight for).
- Each paragraph must have a **topic sentence**, a sentence that expresses that paragraph's main idea.
- Each sentence must have a **subject and a verb**.
- Each clause must have a **subject and a predicate**.

Identify and Highlight Each Paragraph's Keywords

To optimize the order of your paragraphs to make them as most effective as possible, highlight each paragraph's keywords, analyze the order they are in, and if necessary reorder them.

Postpone Selecting the Best Word

The next time you speak with someone, use at least one uncommon or advanced word. It'll make you look good.

Because your brain always knows what you are feeling and thinking, sometimes, seconds before you need to say it, it will tell you the word you need to say. Other times you must find it on your own.

When you can't think of or remember a word, write a line of underscores _____, and fill in the blank later.

When you are not ready to choose which word to use, write all the candidates inside a pair of parentheses, and insert a semicolon between every two entries — as in (ABUNDANT; AMPLE; COPIOUS; LOTS OF; MANY) and select one later.

Do the same thing when you are not sure how to articulate a feeling, a thought, an idea, or anything else. Inside a pair of parentheses, in capital letters — to make them easier to see and find — handwrite or type the various versions you came up with, and insert a semicolon between each two versions, as in (I THINK I LIKE YOU; I LIKE YOU; I LIKE YOU A LOT; BEING WITH YOU IS FUN; YOU'RE THE BEST; I THINK I LOVE YOU; I LOVE YOU). Select the best version later.

Say Things Simply Using the Least and Shortest Words

The mind's supernatural-like power (usually always) correctly fills in gaps, blanks, or other voids. Knowing that other people will comprehend them, anyone can say or write statements that exclude one or more necessary words.

Word Order Almost Always Alters the Meaning

Any writing's first paragraph states its main idea or thesis, says why the paper is important, why and how the readers will benefit by reading it, and has to hook your reader(s). However, perhaps counterintuitively, each sentence's last word has the greatest impact (William Strunk, Jr.). Each sentence's first word has the second greatest impact, and each subsequent clause always impacts more than its preceding clause.

Correct word, clause, sentence, and paragraph order are crucial, the establish importance, boost "readability" (an 1829 word Rudolf Flesch made famous), comprehension, impact, and can modify a statement in other ways.

To discover and confirm a sentence's optimum, thus best word order, first flip it's meaning upside down, write it so it says the opposite. That will help you comprehend what the sentence is really wanting to say before you flipped it. And reading it as it says the opposite, will help you rewrite it better and more concisely.

Whatever the rewritten or the unchanged version of your sentence says, always order things alphabetically, or in the following orders, or in their opposite order:

- small to medium to large
- less to more
- close to near to far
- familiar to new
- the rule to the exception
- most important to less important

Never go from, for example, medium to large, then back to small. Go in logic order from small, to medium, to large.

After you identify a paragraph's "topic sentence" (its core message), you may be able to encapsulate an entire paragraph into one (compound, complex, or compound-complex) sentence by rewriting it using fewer sentences. Or, less often, by summarizing, condensing, deleting unneeded words, and replacing (long) words with short synonyms.

Keep all the sentences that are about the same topic, together.

One of the easiest and most fun ways to reorder paragraphs is by first highlighting each paragraph's keywords, typing **Bold Subtitles** that specify each paragraph's topic (like I did in this book), and printing one or more pages, or an entire paper, then, with a scissor, cutting out each paragraph from it, and ordering or reordering all the paragraphs in the way that most effectively conveys your ideas.

In 1976, Jose Torres, the Assistant Editor of "LATIN NY" magazine, the first publication I worked for as a paste-up and mechanical artist and aspiring writer, asked me to cut the paper with the text I typed transcribing my audio-recorded interview of Wanda Ramos, into paragraphs. Wanda worked for WBLS-FM, and was New York City's first female Disc Jockey. Jose reordered my paragraphs so skillfully that when she read the published interview, Wanda sent me a large bouquet of flowers. The publisher, Izzy Sanabria, "Mr. Salsa", said I was "a much better writer than paste-up artist".

Clap or Tap Once After Each Comma

Each syllable makes one beat. Concise expressions have fewer syllables, thus fewer beats. To master syllables and beats, and speak and write more rhythmically, when you read aloud what you wrote, loudly clap your hands loudly, or quietly tap your thigh.

- **One time** for a comma (,)
- **Two times** for a semicolon or colon (;
- **Three times** for a period (.)
- **Four times** after a paragraph.

Rewrite Each Sentence in a Few Ways

Each sentence says exactly what you want to say in the exact way you want to say it, or it doesn't. Keep rewriting each sentence differently until you achieve that.

The first way to articulate any sentence differently is by flipping its clauses, as in:

1) Attention is the first thing individuals give or deny.

2) The first thing individuals give or deny is their attention.

No matter how long a sentence is and how many clauses (parts) it has, to determine if it will benefit from reordering, or figure out the best way to reorder its clauses, write each clause on a separate line, and reorder them. When a sentence has, for example, three clauses, reorder them in the following *six* different ways, and choose the best one:

1-2-3 • 1-3-2 • 2-1-3 • 2-3-1 • 3-1-2 • 3-2-1

Then, highlight each sentence's keyword(s). And look for ways to improve it.

- 1) Do your best to strip the sentence of all its empty words, and articulate it with only the full words that are left. That will help you unearth the sentence's core message.
- 2) Rewrite the sentence adding only the indispensable connecting words.
- 3) If you foresee that it will work, divide the sentence into two or more sentences.
- 4) If you foresee that it will work, merge two or more sentences into one

Anytime you see a way to correct or improve the way you articulated a statement, make the improvement on the spot on your computer, edit it and mark it on a printed page or on a handwritten paper. That will avert your forgetting to make it. And after you make it, cross it out in the printed page you are working from. Or keep track of your moves, in a different way. Otherwise, you might wind up going in circles.

To better grasp what a phrase or sentence is really saying, or attempting to say, and to

uncover its core message, rewrite it in a way that says the *opposite* of what the original phrase, or sentence, says. For example, flip: “I never take advantage of other people”, to something along the lines of, “I always look for new ways to take advantage, trick, and defraud other people”. The opposite articulation will probably help you grasp what the original sentence is saying or attempting to say and what is really going on. It might also give you some insights that you could only see after writing the opposite message.

It is Always Best to Say Things in a Positive Way

Words are a form of energy. Anytime you think of a word or say a word to yourself or to someone else, it takes you into its world and its reality. Do not say “Don’t forget to”, say “Remember to”, because merely mentioning the word “forget” takes you in that world and can cause you to “forget” to do the thing in question.

Have you ever told yourself: “I have to be careful not to ‘drop’ this”, and you wind up dropping it? Whereas if you tell yourself: “I am holding this object tightly and will set it down on the shelf” you will see yourself doing that, and the imagined moving image you saw of the seconds into the future of you placing it down contributed to your safely setting it down on the shelf.

Ask Direct Questions

Direct questions are the type of questions we ask the people we know well, such as our friends, and family members, or when we are in a hurry. For example, “Where’s the bathroom?” is a direct question.

Indirect questions are more formal and more polite. We use them in professional situations and to ask questions to people we have not met or to strangers. For example: “Excuse me. Could you please tell me where the bathroom is? [Phrases commonly used to ask indirect questions include:](#)

- Could you tell me...
- Do you have any idea
- Do you know...

- I was wondering
- I'd like to know
- Is there any chance
- Would it be possible

Do Not Say “This” When You Are Referring to “That”

The same way HERE is not THERE, and THERE is not HERE; THIS is not THAT, and THAT is not THIS (I capitalized those words to make them stand out).

When you are referring to anything — such as a word, a fact, or an idea — that you or someone else mentioned in a previous sentence, refer to it as THAT; do not refer to it as THIS. For example, if you said or wrote, “*Some people think it is good to take advantage of others*”, in any subsequent sentence you say or write, refer to that aforementioned idea (shown in *italics* in this paragraph) as THAT IDEA, do not refer to it as THIS IDEA, because it (THAT) idea is not in the sentence you are saying or writing — it is in a previous sentence you or someone else expressed.

Only when the thing (word, fact, or idea) you are referring to is in THE SAME SENTENCE you are saying or writing, is it logical to refer to it as THIS IDEA. And even then, it is more specific to call it THAT IDEA, because you mentioned it (you mentioned THAT IDEA) in a sentence that precedes the one you are saying or writing.

Use the Google Dictation App

Use the Google Dictation app to transcribe what you say into a Gmail or into Google Docs. Not needing to type or handwrite lets you use more energy to feel, articulate, and speak.

Listen to a Text-to-Speech App Narrate What You Wrote

To better comprehend, edit, and rewrite what you wrote, listen to a text-to-speech app as it reads what you wrote. Also record yourself reading out loud what you wrote. That will let you scrutinize it and detect things you may not have noticed while you were speaking.

Write the Hyphen on the Next Line

When there is insufficient space to write an entire word at the end of a line, everyone types a dash and writes the remaining part of the word at the beginning of the next line.

The problem-challenge-and opportunity is that that conventional way does not give readers a way to differentiate an “unhyphenated word” from a “hyphenated word”.

Anytime there is no room at the end of a line to write the entire compound word, I suggest we all write the word’s first part — and not write or type a dash; and at the beginning of the next line, write its hyphen followed by its second word or words.

For example, if at the end of a line there is insufficient space to write the hyphenated compound word “sign-in,” because there is only space to write the word “sign,” everyone writes “sign” followed by a dash, and they write the “in” at the beginning of the next line. I suggest we all write “sign” at the end of the first line, and start the next line with the hyphenated compound word’s hyphen, in this example preceding it, write the second part of that hyphenated compound expression, “in” (specifically, “-in”).

The new unambiguous way I am proposing lets readers know that a hyphenated word, not a regular, thus unhyphenated word, was separated.

Do not apply that technique I am suggesting in any paper you submit for a grade. The Modern Library Association (MLA) and the American Psychological Association (APA) must first approve my proposed new way of indicating that a hyphenated compound word — not an unhyphenated word — was separated at the end of a line.

Handwriting Connects You To Your Essence

Cursive writing uses more neck, shoulder, arm, hand and finger muscles than typing or dictating and connects you far more with your feelings, your thoughts, and your soul.

Let your guts and your soul steer your writing hand, let it move on its own, never censor yourself, get out of the way — *what you write will amaze you!*

Internalize “The Bedford Handbook”

“The Bedford Handbook” helps everyone comprehend, teach themselves and review everything about academic writing.

Edit Using Four Different Color Pens

Text marked up and comments written in different color inks are easier to distinguish, edit and rewrite. Write with a black or a blue pen, but use a red, green, blue pen, or black pen to edit and write notes on a print(OUT) of what you wrote. (You need not say OUT after “print”.)

Effective Writing Tips

- 1) Write as if you were talking to your best friend.
- 2) Use contractions — but not in formal or scholarly writing.
- 3) Write in the first person singular.
- 4) Put yourself in the reader's place.
- 5) Don't hurt the reader's feelings.
- 6) Forestall misunderstandings.
- 7) Don't be too brief (Don't be too concise).
- 8) Plan a beginning, a middle, and an end
- 9) Go from the rule to the exception, and from the familiar to the new.
- 10) Use short words, short names, and abbreviations.
- 11) Use verbs rather than nouns.
- 12) Use the active voice.
- 13) Use the small round figures.
- 14) Specify, use illustrations, include cases, and examples.
- 15) Start a new sentence for each different idea.
- 16) Keep your sentences short.
- 17) Keep your paragraphs short.
- 18) Ask direct questions.
- 19) Italicize for emphasis.
- 20) Use parentheses for casual mention.
- 21) Make your writing visually appealing, make it interesting to look at.

From Rudolf Flesch's must read book,
"How to write, speak
and think more effectively".

ARTICULATE CONCISELY

Reduce Production Costs

Improve and Quicken Communication, and Increase Profits

It costs at least \$1,000 per/minute to produce a movie, and around \$100,000 to produce a 30-second television commercial and broadcast it nationwide. To spend the least time, labor, and money producing media, and earn the largest profits, every movie, documentary, television commercial and television program script uses mostly or only *concise expressions*.

Similarly, all the 1,260 newspapers printed daily in the United States, and thousands of publications around the world (most of which are in a foreign language) are also written concisely.

Use the Shortest Synonyms

LONG • Short

abysmal • *bad*

accommodations • *rooms*

confabulate • *talk*

conflagration • *fire*

depart • *go*

permutation • *change*

precipitation • *rain*

superannuated • *old*

tergiversation • *lie*

Each word usually has one or more short synonym. If you have time, find one for each word in each sentence you write. If it works, replace it with the short one. Some adverb and verb pairs can be replaced by a single word, the way “talked quietly” can be supplanted by “whispered”. The website, <https://7esl.com/list-of-adverbs/> displays over 250 adverbs and countless adverb and verb pairs you can familiarize yourself with and use in your writings.

To know which synonym is shorter, type them one above the other, and count the number of letters, spaces, and syllables each synonym has. For example, "To my surprise" has 3 words, 12 letters, 4 syllables, 2 spaces, and is 14 units. "Surprisingly" is 1 word, has 12 letters, and 4 syllables. Knowing how many syllables a word has makes identifying the shortest synonym easier. Some concise words (like "surprisingly") encapsulate two or more words or a phrase into one word.

For situations that require a single command word, there is "sit", "breath", "catch", "duck", "eat", "go", "listen", "read", "relax", "rest", "run", "spin", "stand", "start", "stretch", "write", and others. Each one of those words is a complete sentence because each one states a complete thought.

The shortest sentence is: "I am." The most used word in the world is: "Okay".

Each Syllable Plays One Beat

To know how many syllables a word has, count them. For example, the word "tar•get" has 2 syllables and 5 letters (2:5). The word "goal" has 1 syllable and 4 letters (1:4).

In each word that has two identical letters next to one another — such as in the word SYL•LA•BLES. Each one of those type of word's two identical letters is always part of a different syllable.

When a word has more than one syllable, insert a bullet between each of its two syllables (option eight on Macintosh computers), then count the word's total number of syllables.

Use Parataxis Sentences

Parataxis sentence's most distinctive characteristic is that they only contain independent phrases, to in that way give each phrase in them equal weight. Parataxis sentences are unique and always get people's attention because they are different. They omit linking words, such as the *seven conjunctions* that connect clauses (the "FANBOYS", a word created with the first letter of the seven conjunctions: "for", "and", "nor", "but", "or", "yet", "so").

Parataxis sentences also omit *transitional words* that connect one idea to another between or within sentences (such as “however”, “hence”, “also”, “consequently”, “meanwhile”, “nevertheless”, “moreover”, and “furthermore”).

They also omit *transitional phrases* (such as “after all”, “even so”, “in addition”, “on the other hand”, “for example”, “as a result”, and “in conclusion”). Anytime a *transitional expression* appears at the beginning of a sentence, it usually has a comma after it.

The two most well-known parataxis-type sentences are:

- 1) “I came, I saw, I conquered” (Julius Caesar).
- 2) “It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity” (Charles Dickens).

Use Ellipsis

The most common definition of “ellipsis” is the three periods in a sequence (...) to indicate either:

- 1) The omission of a word or words from quoted material.
- 2) Trailing off into silence in a dialogue or train of thought.
- 3) Hesitation.

The less well-known definition of “ellipsis” is a sentence in which one or more words have been omitted to make it *hyper-concise*.

Statements that do not explain every detail are more expeditious, dynamic, and impact people more. In old English, omitting a verb of motion was common, as in: “*Shall we on and not depend on you?*”

When you are under time pressure, trust that it will work, or want to see if it works, it is okay to say or write a quick statement knowing the mind’s supernatural-like ability will instantly supply the missing word(s) you did not include in your *elliptical* (thus somewhat abbreviated) statement.

Take advantage of the mind's supernatural-like abilities and develop your ability to omit a word or two that make a sentence complete, but may be expendable.

All the following incomplete sentences work. The unessential words or letters that were omitted are in all caps. A bullet separates each long sentence from its shorter, incomplete version.

(I) thank you • *Thank you.*

Her hair is red, her eyes ARE green • *Her hair is red, her eyes green.*

DO noT USE sentence fragments! • *No sentence fragments.*

I (HAVE) MADE UP MY MIND TO never
LET HIM DO THAT

TO ME (EVER) again! • *Never again!*

The shorter SOMETHING IS, the better IT
IS. • *The shorter, the better.*

How Is THAT PoSSIBLE; WHY (DO YOU
SAY; IS) THAT? • *How so?*

(HAVE) SAID WHAT I NEEDED TO (SAY).

• *Nuff said.*

I (HOPE I; TO; WILL) see you LATER. •

See you; See 'ya.

(It is impossible to; No one can) win every
single time. • *You can't win'm all.*

It's very nice to meet you. • *How do you
do?; How's it going?*

Apheresis Words

Apheresis words eliminate certain word's first syllable, such as RO from the word "ro•bot", to create "bot." A from the word "a•live", to create "live." HAM from the word "ham•burger", to create "burger." U from the word "you", to create the unignorable word "yo". And E from the word "e•nough", to create the word "Nuff" — as in the unmistakable expression, "Nuff said."

Apocope Words

Apocope words cut off a word's last syllable or syllables. For example:

all caps deletes ITALS from “all capitals”, and adds “all”

bike deletes CYCLE from “bicycle”, and adds “ke”

bio deletes GRAPHY from “biography”

cig deletes ARETTE from “cigarette”

combo deletes INATION from “combination”, and adds an “o” at the end

deli deletes CATESSEN from “delicatessen”

demo deletes NSTRATION from “demonstration”

diff deletes ERRENT from “different”

exam deletes INATION from “examination”

itals deletes the IC from “italics”

op deletes PORTUNITY from “opportunity”

perp deletes ETRATOR from “perpetrator”

photo deletes GRAPH from “photograph”

pro deletes FESSIONAL from “professional”

promo deletes TION(AL) from “promotion(al)”

Compound Words

Compound words combine two or more words to better express a larger idea. Nouns, such as: “babysitter”, “bedroom”, “blackboard”, meatballs, and supersonic; verbs, such as “clockwise”, and “sign-up”; prepositions such as, “inside”, “outside”, “within”, and “without”; as well as certain adjectives, adverbs are compound words.

Certain compound words are hyphenated, such as “check-in”, “ex-wife”, “eye-opening”, “full-scale”, “mind-altering”, “must-read”, “old-fashioned”, “on-and-off” (optional hyphens), “over-explaining”, “re-elect”, “self-imposed”, “short-term”, and “tight-lipped”.

Some compound words contain more than two words, such as “up-to-date” and “mother-in-law”.

In most cases, a compound adjective is hyphenated when placed before the noun it modifies, but not when placed after the noun, as in: “long-term solution”, or “up-to-date User’s Guide”.

Open compound words have a space between words. Closed compound words do not. Hyphenated compound words have a hyphen between words, and each hyphenated compound word counts as one word.

Do not hyphenate “on the spot,” “tone of voice,” or “counterproductive.”

Portmanteau Words

Portmanteau words combine two words into one. Sometimes they delete a prefix, a suffix, or one or more letters from one or both of the words they combine. For example:

Brunch deletes EAKFAST from “breakfast” and L from “lunch”

Moped deletes TOR from “motor” and AL from “pedal”

Motel deletes TOR from “motor” and HO from “hotel”

Spork deletes ON from “spoon” and the F from “fork”

Your Realtime Concision Alarm

The following two sentences use the “*One Basic Idea Per-Line*” method.

- 1) The more concise expressions you learn,
- 2) the sooner you will integrate them
- 3) into your thinking,
- 4) and the sooner your brain
- 5) will feed you
- 6) the concise way
- 7) to articulate each thought.

- 1) Anytime you read, hear, or merely

- 2) think of saying or writing
- 3) something wordily
- 4) or repeating themselves,
- 5) your Realtime Concision Alarm
- 6) will ring
- 7) to warn you that
- 8) a specific word or expression
- 9) is unneeded,
- 10) and as often happens,
- 11) is also obvious.

Use Contractions

Contractions combine two or more words in a distinct, shortened, and often unique form, and often also replace the missing letter(s), with an apostrophe — as in “don’t”, for “do not”. In his landmark must-read book, *“How to write, speak and think more effectively”*, readability and writing expert Rudolf Flesch advised everyone to use contractions because they make the point faster (1960).

However, do not use contractions in formal, academic, or in professional writing. Use contraction if they will not degrade your statement.

Do not say or write “would of”, “could of”, “should of”, “must of”, “might of”, “may of”, “ought to of”, or “shouldn’t of”, “mightn’t of, etc. In each one those expressions, replace the “of” with “have “. For example, instead of “would of”, write “would have”.

Telegraphic Writing

Around 1837, Samuel F.B. Morse created *Morse Code*, seven years later, he created the *“telegraphic style”* of writing. An unmistakable writing style that works, but is choppy, overly concise, and distracting. Only use it to write telegraphs, or to take notes. The following is the text of the telegraph Orville Wright sent to his brother, Wilbur.

“Success four flights thursday morning all against twenty one mile wind started from Level with engine power alone average speed

through air thirty one miles longest 57 seconds
inform Press home Christmas. Orevelle Wright
525P"

On December 17, 1903, Orville Wright sent the above paragraph in a Western Union telegraph from Kitty Hawk, North Carolina to his brother.

Telegraphs are not models of perfect writing. In the telegraph's actual text, "Thursday" was not capitalized. "Twenty-one-miles" has no hyphens. "Orevelle" was misspelled. And an "M" and a period were not typed after "525P".

Sometimes It's Good to Be Wordy or to Repeat Things

In most casual conversations, it's fun to hear and say wordy expressions; and it's fun to hear them in songs and sing them, and it can be fun to read them and write them. And sometimes only a long or fancy word or a wordy expression can be the perfect one to say or write.

However, in business or other high-stakes situations, do not use wordy words or expressions because they slow down message delivery, degrade communication, rob everyone's "*time-energy- and-money*", muddle every listener or reader's thoughts, and make everyone who is exposed to them less alert, less dynamic, and less productive.

WORDS

Words Control Each Human Being

Life revolves around words, and words connect us. Though words are only a sequence of sounds or letters, each word each individual thinks, says, hears, or reads causes that individual and those who hear it or read it to react emotionally and physically, usually automatically and uncontrollably.

“Words have profound suggestive power” (Norman Vincent Peale). “Language makes things appear or disappear” (Nicole Brossard). “Those who tell stories rule the world” (Hopi Indians).

Words connect people and make things happen. They tell everyone what is, what is not, and who and what is more important, thereby controlling how everyone feels, thinks, and acts. They let us express ourselves perfectly—sometimes after a lot of writing, editing, and rewriting, sometimes extemporaneously!

Words also let us tell, invent, and write stories. They let us describe things to ourselves and or to other people. They let us tell ourselves and others how we are feeling and what we are thinking. They let us complain and vent our feelings. They let us warn people. They help us formulate and ask questions. They let us tell others that we like them, love them, or feel like killing them sometimes. They let us share information with our friends, and they let us lie to our enemies. They let us thank other people, and they let us thank God and pray.

Words start, stop, or keep things going. They can heal or injure, but words cannot kill. Words are like cash or muscle; they let people do things or get others to do things — many times *instantly!* Some words are more powerful. And saying the right word(s) at the right time to the right person or the right people in the right way can instantly flip a situation AROUND and improve it. Whereas saying the wrong words, can sometimes significantly worsen a situation. Of course, depending on the circumstances,

remaining silent can be the best or the worst thing to do.

Each word is part of a network of all the words that have something in common with it, and it includes every word that sounds like it, its synonyms, and the words that have the same prefix, suffix, or core word.

Words also have connotations, the ideas or feelings that each word is associated with. Connotations can be positive, neutral, or negative. For example, the words “aroma,” “smell,” and “stink” are all synonyms of the word “odor,” “aroma” has a positive connotation, “smell” can have a positive or a negative connotation, but “stink” means the smell is terrible.

The names of products, newspapers, magazines, books, songs, radio or TV shows, movies, slogans, or words used in clever, sometimes even tricky ways are used extensively to convince consumers to buy services and products. And they usually work admirably.

Words accomplish an unlimited variety of good or bad things, and directly or indirectly direct or steer, reward or punish, and encourage or discourage individuals, millions or billions of human beings to execute or *not* execute a specific action. The song, “Signs”, by the Five Man Electric Band, said: “*Sign, sign, everywhere a sign. Blockin' out the scenery, breakin' my mind. Do this, don't do that. Can't you read the sign? (1970)*”.

Words are a sequence of letters that represent all types of things. They represent abstract things such as love; or concrete things such as a mobile device. Words are also either full, or empty. Full words are crucial in a sentence, empty words merely join them and sometimes they are dispensable. Words often assemble a set of dominoes and have the potential to tap them and produce a domino effect between feelings, thoughts, and actions — three omnipresent and invariably interconnected things every human being is always performing, even when not moving or sleeping.

Words help us think correctly and figure things out in ways we could not figure out without using them. Words allow us to label each thing and analyze ideas, objects, actions and events so we can think and act more effectively and do more things, if needed, faster or in less time by automating them.

We think by analyzing our emotions, our feelings. By remembering people, actions, and events we have experienced, by recalling still or moving images, colors, textures, sounds, songs, numbers, and countless other things, or only imagining them.

But be careful. Not everyone is well-intentioned and because some individuals and groups such as the Nazis (before and during World War 2) used words to fool millions of people and got them to hate, imprison, and kill millions of innocent people in concentration camps; or like Jim Jones, used words to fool over 900 members of his religious cult to kill commit suicide by drinking Kool-Aid laced with poison. Like those two men who abused the astounding power of words to recruit and fool their followers, at this moment, countless other individuals are using words to do questionable, hurtful, even evil things, or fooling others to do such things — including killing innocent people. The most omnipresent example of that is the way cigarette manufacturers are permitted to fool smokers to addict them to cigarettes so they will injure themselves and everyone around them, and eventually be killed by the cigarettes they were persuaded to smoke. The U.S. Center for Disease Control says “*No level of secondhand smoke is safe*. Every year secondhand cigarette smoke kills 40 thousand nonsmokers and 400 babies.” Google it.

Only human beings can speak. Dogs, for example, can only bark, bite, or fight. One of the best ways to appreciate anything is by imagining having lost it. And perhaps the best way to appreciate your life, your perfect body, and your perfect brain, is by imagining what it would be like if you had died, let's say... an hour ago. And one of the best ways to appreciate words is by imagining no words exist. A variation on that is imagining that any one specific word does not exist. Such as being

able to say any other word, except the word “one”, for example. Imagine being able to say any number except the number “one”. What size, and how many, problems would your not being able to say (or write) the word “one” cause you? And how big and how many problems would other people’s not being able to say (or write) the word “one” cause them?

Would former U.S. President Barack Obama have won the 2008 presidential election if he had not adopted the simple word “Change” as his campaign slogan?

To see how any specific word is affecting you and other people, isolate it. In separate thought experiment, imagine what your life would be like if you could think of it, but not say it or write it.

Use an Uncommon or Advance Word

As you learn more new words, you will start regularly using some uncommon and some advanced words. To look and sound smarter and make some people remember you, always say or write at least one of those types of words. There are thousands of them. They are extremely effective when you include them in the first paragraphs of anything you write. In 2018, I was in Florida and casually mentioned the word “apparatus” while explaining something to a police officer. Hearing that word made his eyes and his face light up and made him instantly like me.

The 85 Types of Wordy Expressions

1. ambiguities
2. buncombe
3. buzzwords
4. circumlocutions
5. clichés
6. coded messages
7. complicated words
8. contradictions
9. convoluted phrases
10. detractions
11. digressions

12. distractions
13. diversions
14. double entendres
15. double negatives
16. double positives
17. double-talk
18. echoes
19. euphemisms
20. evasive language
21. excessive details
22. expletives
23. fallacies
24. fillers (ah, err, umm)
25. fluff
26. foreignisms
27. guessing games
28. going off-topic
29. hedging
30. hesitating
31. hypocrisy
32. idioms
33. illogicalities
34. impossibilities
35. imprecision language
36. indirect
37. incorrect word order
38. inverted word order
39. irrelevant information
40. jargon
41. legalese
42. long (pregnant) silences
43. medicalese
44. meandering
45. misattributions
46. mistaken words

- 47. mumbling
- 48. mixed messages
- 49. nonsense
- 50. not being specific
- 51. not speaking loud and clear
- 52. obfuscating
- 53. on-the-nose descriptions
- 54. overexplaining
- 55. overusing adjectives
- 56. overusing adverbs
- 57. oxymorons
- 58. padding
- 59. parroting
- 60. paraphrasing
- 61. pleonasms
- 62. pompous words
- 63. puns
- 64. puzzles
- 65. rambling
- 66. rapping
- 67. redundancies
- 68. reduplicates
- 69. repeating unnecessarily
- 70. rhetoric
- 71. riddles
- 72. slogans
- 73. spanonyms
- 74. stalling
- 75. tags
- 76. talking in circles
- 77. unneeded words
- 78. vagueness
- 79. verbiage
- 80. verbosity
- 81. warm-ups

- 82. wind-ups
- 83. winding
- 84. word-play
- 85. zigzagging

English Is the Most Success-Generating Language

English is one of the most successful, most effective, most efficient, most useful, and most success-generating languages. It has the highest “Information Density Rate Per-Syllable”, contains 171,476 words, and has become the universal language, in part because it is intrinsically concise. However, Mandarin Chinese is the most concise language. Though English, Mandarin Chinese, and Spanish are the world’s most spoken languages, more people are learning English. Around the world the most used word is “okay”.

Mandarin is a form of Chinese. It’s the official language of mainland China, and of Taiwan, and spoken by 80% of the people in those two nations. Cantonese is different, has a complex tone system, and is spoken by about one-tenth of all Chinese.

After a systematic *re-design*, Chinese became the most concise language; far more concise than English. In his magnificent book, “How to Write, Speak, and Think More Effectively” (1946), Rudolf Flesch writes in Chapter One, “Let’s Start With Chinese” why and exactly how the Chinese started to simplify their language thousands of years ago. He also wrote the book, “Why Johnny Can’t Read”, was an exceptional author, reading and writing consultant, and a spirited proponent of Plain English in the United States. He created the *Flesch Reading Ease Test* and co-created the widely used *Flesch-Kincaid Readability Tests*, and also advocated using *phonics* rather than *sight reading* to enable students to sound-out words, especially the unfamiliar ones.

Like all languages, English is a mindset and a spirit. It is spoken in the United Kingdom, Ireland, Canada, Australia, New Zealand, and is the official language of about 70 other nations.

English has been fundamental in making it possible for Americans to continue attaining unprecedented successes which create a momentum that produces even greater successes. English is also the heart of “American Know How” and of the American English-speaking reality, an in many ways far superior reality.

Use Rhetoric Sparingly

Rhetoric is the art of persuasion, which along with *grammar* and *logic* is one of the three ancient arts of discourse. Rhetoric informs, persuades, or motivates. Aristotle said rhetoric is “a combination of the science of logic, and the more ethical branch of politics”. Though it seems most people enjoy hearing or reading rhetoric, use it sparingly when writing nonfiction, because it is pretentious, distracting, wordy.

The Transposed Letters Effect

“I cdn'uolt blveiee taht I cluod aulacly uesdnatnrd waht I was rdanieg: the phaonmneel pweor of the hmuau mnid. Aoccdrnig to a rseearch taem at Cmabrigde Uinervtisy, it deosn't mtaer in waht oredr the ltteers in a wrod are, the olny iprmoatnt tihng is taht the frist and lsat ltteer be in the rghit pclae. The rset can be a taotl mses and you can stil raed it wouthit a porbelm. Tihs is bcuseae the huamn mnid deos not raed ervey lteter by istlef, but the wrod as a wlohe. Scuh a cdonition is cllaed Typoglycemia.

Amzanig huh? Yaeh, and you awlyas thguoht slpelng was ipmorantt (2003).”

As long as the first and last letters of a word are not moved, and the word contains all its letters, even when its letters are transposed, the mind applies its seemingly supernatural skills, instantly figures out and tells the reader the correct word.

Use the Words You Learn

“We are what we say” “Our speech creates our identity” (Sara Myers McGinty). “The limits of my language are the limits of my world” (Ludwig Wittgenstein).

The most significant difference between people is the quantity of words they use. When you start using a new word you add it to your “Personal Vocabulary” — the words that controls more parts of your life than you may realize. Learning and using new words every chance you get is one of the least expensive, most edifying, most rewarding, easiest, and fastest ways to improve.

Anytime you read a word you don’t know in a book you own, on the edge of the page you read a word you do not know and want to know, write it down and write an “=” (equals) sign followed by a question mark to find it and remember to look it up. Each new word you use increases your knowledge, your power, and your leverage anytime you negotiate anything. New words increase your awareness, and boost your self-concept.

Today, you know more words than you once knew. And they let you know more, and do countless things that years ago you did not even imagine or expect to be able to do. New words will also help you live better, sometimes far better.

When you know many words, you feel much more confident and happier. Believe me. And best of all, learning each new word only costs pennies. About one minute of your time, and a minuscule number of energy units or calories. And when you start to master them, you don’t just think of one word — such as, for example, the word “change”, you think of its many synonyms — such as “adjust”, “alter”, “flip”, “modify”, “morph”, “move”, “switch”, “transform”, and others, and that lets you speak and write far better, even admirably, and even articulate anything better, and even be witty or funny sometimes.

Make learning a new word each day a part of your life. Download the *Merriam-Webster Dictionary* app to your mobile device so that anytime you read a new word, or think of a word whose meaning you are not sure of, you can quickly look it up! To learn how a specific word originated and when, who changed it, why and how, download and use the *Etymonline.com* app. Fall in love with words.

You will be so happy to have become a word master.

Though certain new words might sound awkward, the more you use them, the nicer they sound.

Audio-record or Write Each Thought As You Think It

Though everyone seems to see the intrinsically invisible human ability to think as being something natural, and it seems that most people never wonder about it and take it for granted, some thinkers see our ability to think as being a power that verges on the supernatural, and even matches what might be God's first power (the power to think).

Thought is more powerful, more consequential, and its consequences more predictable and more reliable than most people will ever know.

The subconscious part of each individual's brain never stops thinking, and they use the conscious part of their brain to think and figure things out. Anytime you stop to figure something out, the most productive way to think is by writing down your thoughts. I call that way of thinking, Writing Aided Thinking (WAT). Apply it by handwriting or typing your thoughts as you think them. Doing so will let you see, read, edit, and rewrite, each word of each thought, and make the best use of each thought.

To isolate and concentrate on each part of each thought, and grasp the potential each part holds, write each part of each thought on a *separate line*.

Writing your thoughts also helps you think much more effectively, and might act as springboards to thoughts you would otherwise have not thought or would ever have thought if it weren't for a thought you wrote down, and wrote each part of it on a *separate line* to dissect. Unwritten, thoughts vanish; unwritten thoughts, vanish. The position of the comma slightly changes the meaning of each version.

Keep an Audio-Journal and Transcribe It

Writing lets you transform your thoughts into words. Seeing them as words makes them easier for you to clarify, modify, and perfect them. Keeping a journal helps you get to know yourself best. To ensure that the best ideas you think and the remarkable things you experience or accomplish do not vanish, and to review and learn as much as possible from them, or relive them at will — jot them down in a notebook, or audio-record them and transcribe the best ones later. Or say them to the “*Google Dictation*” app in Gmail or “*Google Docs*” for either app to transcribe each word you say into your computer or mobile device’s microphone. You can also type certain journal entries, or handwrite them, and transcribe the best lines into a G-Mail. No matter how you created it, give each journal entry a unique title, email it to yourself, and include an access code — such as “111” — to easily find them.

Keep a Thought Log

“One thought leads to another.” The most productive way to think is by writing your thoughts, because writing transform them into words or statements you can speak, write, edit, rewrite, read, save, and or also share with as many people as you choose to, and are able to. By publishing your thoughts and ideas in a book, you will be able to continue sharing them even after you die.

Write your most promising thoughts in your *Thought Log*, so you can track them and see how a specific thought affected you, your life, and other people. Email your *Thought Log* entries to yourself, and include a unique access code — such as TLTL — for *Thought Log*.

Keep an Error Log

Each error you commit sets you and sometimes also other people back, and causes pain and regret. The earlier it is, the clearer everyone thinks and the less errors they commit. But the later it is, (though few people are fully aware of it) the more exhausted everyone’s brain and body inevitably get.

Younger people and older people commit more errors. The young because there are

many things they do not know; the older people because their brain and body — especially their memory — are “*regressively*” deteriorating.

To remember what caused a specific error, learn the lesson, and look for ways to prevent it, write a detailed description of each error you commit, email it to yourself, and include an access code — such as EEL, for *Error Log*.

One big error most people commit is expecting not to live to at least 100 years. The most effective way to counteract and in some cases stop aging is by exercising and eating the healthiest foods, and at the right time of day, and eating the correct amounts of food. Research and visit Vilcabamba, Ecuador, it is a longevity hot spot where I lived for three months.

Facial and Body Messages

Smiling and thinking your best thoughts always brings out your most pleasant tones of voice.

Each person’s presence alone (their face and body, and how they position their body) send strong messages, a few of which people might remember for years.

The four most common non-verbal ways people express themselves are by their facial messages, body messages, the way they stand, and the tones they say each word in.

Everyone also uses their facial expressions and body language to indirectly tell others if they like or dislike them, and how much. Though the facial and or body language and or the tones a person says things in *usually* matches the meanings of their words and messages, sometimes (intentionally or not) those things might contradict one another, and sometimes some people will fake them to fool others.

SPEAKING

Tone of Voice

How you say what you say is as important as what you say. Knowingly or not, each individual says each word in either a pleasant or in an unpleasant tone.

The tone of voice each person uses as they say each word is 50% or more of the message each word they say sends.

An effective tone of voice gets others to do or not do certain things. It works so well that many people use it to manipulate others. Manipulation can be used to take advantage of someone, to trick and defraud them; or to get someone to do something the manipulator believes will help that other person.

Over a million years ago, in the lands that are now Ethiopia, an *Australopithecine* — an ancestor of *Homo Erectus* and also of our species, *Homo Sapiens* — might have been our first ancestor to say a word. That word might have been “Ah!”—which today means “Hey!” Today, we continue saying “Ah” to express surprise, pleasure, sympathy, or realization, and as a different way to say “Hey!” Before our ancestors started to use words, everyone could only communicate by contracting their facial muscles to make all sorts of faces, by making all sorts of gestures with their arms, and I suppose, less often with their legs, the way apes and other animals do. We are able to use as many as 42 facial muscles to make a facial expression .

Scientists posit that our earlier ancestors expressed specific feelings, thoughts, intentions, goals and everything else they needed to tell others primarily by using their voice to make fluctuating sounds, not by saying words. Unable to speak, like all animals, to say different things, they probably often also pushed, shoved, and hit one another. “The impact speaks”, some say.

In certain situations, it is common for individuals to instantly change their tone of voice and speak in a different tone of voice.

Each individual also has an “*Overall Tone of Voice*”, which changes over time.

Speech is melodic because to express their emotions better and be better understood, everyone continually raises and lowers the pitch and volume, thus the tone of their voice, as if singing. Some languages, such as Chinese, are extremely sing-songy. As remarkably, like each individual’s face and fingerprints, each individual’s “voice” and “*Overall Tone of Voice*” are one-of-a-kind.

Anytime two individuals are in one another’s presence, the first thing they automatically do — mainly with their eyes and face — is tell one another who each one believes is better, themselves or the other person. And as they continue interacting, verbally or nonverbally, people continue telling the people they are interacting with (and also themselves) who each one believes is better. Nonverbally, or less often and usually only indirectly verbally, for different reasons and to accomplish different things it is typical for individuals to continually tell others that they think they are certain they are better than them.

Then, usually, to get a person to do or not do something (but usually not having determined or verified what identity the other person has of themselves — some individuals give them a positive identity or reinforce it. However, other individuals like to put others down in disguised and clever ways by giving others an inferior identity than the one their victims have of themselves.

Intentionally and consciously or not, the tone of voice each person uses also tells others how the person feels about themselves, the person or people they are speaking with, the situation, and any other specific individual involved in that situation.

In controversies or heated arguments people intensify the tones of their voice and usually say words and speak louder.

Usually and unconsciously, each person’s tone of voice also says how much the speaker likes the person they are speaking with, and whether they consider them inferior, equal, or superior.

The tone anyone uses to say a word usually matches the word's meaning. Other times — such as when someone is being sarcastic, making fun of, or ridiculing someone else — their tone of voice will differ from or contradict the meaning of certain words.

Some people can convincingly fake the tone of their voice to sound more important and powerful than they are.

Always, to varying intensities, the tone of voice each individual uses to say each word or phrase can be neutral, positive, or negative and can quickly change. A tone of voice can be flirtatious, happy, supportive, sad, threatening, and just about any other thing. Anyone can say any word in an almost unlimited variety of ways.

To comprehend and internalize that detail, say the word "fine", or any word, in about nine different ways. By usually covertly recording what others say, because to prevent people from not being themselves it is best to now tell them that you will be or are recording them. By recording others as you speak with them, you will be able to replay those recordings and easily identify the tones of voice each speaker, and intermittently you, used.

In one of his excellent and ground-breaking books, I think its title is "Mastery", Robert Green explains that to not be taken advantage of, people rarely say what they think, and typically say what they believe the person they are talking with wants them to say, people always say each word in a specific, identifiable and measurable tone of voice.

Though "tone of voice" says it best, the technical and formal way to say "tone of voice" is "intonation". And thought tone of voice makes speech much more effective; tone of voice does not raise or lower concision.

Each Statement is a Melody and Each Melody is a Statement

Typically, for less than a second, at a specific point in time each person expresses each syllable of each word at a specific pitch and volume. To become more aware and sensitive to how musical speech is, in a digital music app such as Garage Band or Logic, on a

voice track, record a person speaking. Then, create a parallel and corresponding music track, and translate each syllable that person said, into a musical note, and register it in one of those two apps. Then, create a third corresponding track, a music track, under each syllable person said, on a piano or other instrument, play and record a note that perfectly matches each syllable's pitch. When you play that unique experimental music track, the notes will sound like a melody. Which like any melody, different people will invariably interpret to be expressing different messages than other people will interpret those same messages to be expressing.

For example, everyone usually says "That's great!" in a lower note, followed by a higher note. Which on the solfeggio scale (the do-re-mi-fa-so-la-ti-do scale), the "That's" matches DO. And the word "great" matches (on the next octave) RE. Mute the voice track, and listen to the sequence of music notes you identified in each one of each speaker's words and used to create that sequence of music notes.

Legally Audio-Record Your Conversations

Everyone's unprecedented ability to photograph, audio, and video-record anything and anyone at any time on a smartphone is increasing transparency and launching what might one day culminate in the "Era of Perfect Transparency and Accountability", an era many idealists hope will arrive.

Though each feeling we feel, and each thought, image, and word we think is invisible to everyone except ourselves, anyone can verbalize those things, make them audible by saying them, and make them visible by writing them. To create an audible record of exactly which words a specific individual said, the tones of voice they said them in, the speed at which they spoke, and other details, audio-record that individual speaking.

As long as you are one of the two individuals you audio-record, you can legally record any in-person or any telephone conversation without informing the other person that you are recording them. Because people

get nervous when they know someone is audio-recording or video-recording them, do not tell anyone that you are recording them.

Listening to your recorded in-person and telephone conversations, you will hear yourself talking, and hear how you sound to other people, and hear subtleties you did not hear while you were speaking with the person you recorded.

Those recordings will also help you compile your “Personal Vocabulary” — the list of the words you regularly use. Use it to decide which words to use or not use. Using or not using a specific word or phrase can change your life. Listening to a recording of you talking with someone will also help you pronounce words better, and also enunciate them best.

Visualize each word you say as a red ball you are gently passing underhand to the individual you are speaking with. Speak at a moderate speed, saying each word separately (staccato style). Do not overlap words. And never speak too fast, like a machine gun; or too low — as if you were saying something only to yourself.

If someone tells you, “I will pay you \$700 for the work,” but when you deliver it, they say, “I said I will pay you \$300,” — your audio recording will prove what they said.

Discuss One Issue at a Time

Believing that throwing in a different topic into a discussion or argument will make them look smart, but most likely oblivious to how counterproductive doing that is, some people throw them in. It is best to focus exclusively on one issue, resolve it, then talk about a different issue.

THINKING FASTER

Thinking Faster Even Saves Lives

“Our remedies oft in ourselves do lie, which we ascribe to Heaven” (Shakespeare).

Timing is everything”. “A stitch in time saves nine”. Sometimes, thinking fast can even save your life. Time flies and never stops. No one can create it, buy it, or substitute it. Sometimes we need to think slowly about the details of a situation. Other times we need to think fast to instantly act or react, such as dodge a speeding automobile, or prevent others from taking advantage of us.

To think fast, think using short, simple, concise words because they are easier to process. Do not think using a long, wordy word or phrase. If one appears in your consciousness, ignore it.

It's Usually Better to Think About Only One Topic at a Time

In a "zero-sum situation", there is only a limited amount of a specific thing, in this case your attention.

Because anytime you think about two or more topics, you have to divide your attention into two parts and can only give one-half of your attention to each topic, it is usually best to think about *only* one topic at a time. If an artist paints two paintings by taking turns and shifting back and forth between the two — switching alone wastes part of his time and energy units. And when the artist paints the painting on the left, he cannot paint the painting on the right. When a surveillance camera is pointing North, it cannot see what is taking place in the South.

The simplest example of a zero-sum situation is a pizza, because each pizza is circular and traditionally is always cut into eight slices. After someone takes one slice, that pizza has only seven slices. Focus all your attention — all the eight parts of your attention, on one topic.

We automatically think about the things we are experiencing — such as the things we are

looking at, hearing, smelling, touching, tasting, feeling, sensing, remembering, and imagining, and we also think by recalling our experiences. We also think using numbers, proportions, and many other types of inputs.

Each word has about five letters that represent things *unmistakably*. So we usually translate anything we think about into words. Humans can only think about *four* things at a time, and no one can remember *every detail* of each thing. That is why regardless of how many things you are thinking about at one point in time, it is best to audio-record your thoughts, and transcribe the best parts afterward.

Each thought is invisible, but speech transforms each thought into spoken words, and writing transforms them into written letters that form words. Seeing your thoughts transformed into words lets you select any word and quickly and easily clarify, modify, and perfect your phrases in order to help you find ways to make the best use of the things you thought. To easily access the thoughts you transcribed, email their text to yourself, and include a code, such as "333".

Think Using Short Words

Shorter words take less time to process. Think using short words. Do not think using a wordy word or phrase. Ignore any wordy word or phrase that enters your brain.

Think Using Parataxis Sentences

Parataxis sentences are the most concise because they contain only independent phrases, omit conjunctions and other unneeded or unessential words, and give each idea equal importance.

DO NOT USE ILLOGIC IDIOMS

Though the English language is essentially perfect, it contains at least 75 contronyms and many illogic words, phrases, and idioms it is better not to use.

In his excellent books on writing concisely, Robert Hartwell Fiske advises not to add “AL” at the end of words such as “illogic”, because though almost everyone says, “IllogicAL,” no one says scientificAL”, or adds “AL” after each word that ends in “ic”. “Eccentric”, is another example of about 100 similar types of words where “ic” are the best two letters to end a word with. No one says “eccentrical”. And though most people say “biologicAL”, the correct word is “biologic”. There are many words it is best to end in “ic”, not in “AL”. However, one of only a few exceptions to that suggestion is, “Broadway Musical” because it refers to a Broadway “musical” play, not only a play.

IT IS BEST NOT TO SAY

Head Over Heels in Love

The expression, “Head over heels in love with” is mistaken and upside down, because only when a person is lying down is their head not above their heels. Even when resting on a pillow, the head is a few inches above the heels, and they are usually touching the bed. The only time the heels are above the head is during a headstand — the way yogis do; or during a handstand — the way gymnasts do. The correct expression to indicate that someone or a couple is madly in love might be: “Heels over head in love with”.

If the Opportunity Presented Itself

“If the opportunity presented itself” is illogic because an opportunity is not a person and cannot present themselves. Say: “If someone gave me the opportunity”.

It Goes Without Saying, That

Not realizing that they are contradicting themselves, some people say “It goes without saying that _____” immediately before they say something which they just finished saying

they believe “goes without saying”. Do not say “It goes without saying”.

Needless to Say

Also, without realizing that they are contradicting themselves, some people say “needless to say”, and they say it immediately before they say what — seconds ago — they declared was “needless to say.”

METEORIC RISE TO SUCCESS

The idiom “Meteoric rise to success” is upside down because all the meteors we see from Earth are falling to Earth.

NEAR MISS

“The bullet ‘nearly missed’ the target” means the bullet “hit” it. Nonetheless, the dictionaries continue defining “NEAR MISS” as being “a narrowly avoided collision or accident,” such as when two airplanes almost flew into each other. That idiom is illogic (you need not say “illogicAL” You need not say the “AL” at the end of that word, the same way we say “scientific, not “scientificAL”.

A hit is a hit and a miss is a miss. Logically, a “NEAR MISS” means a hit, it means that an impact occurred. Whereas a near hit is, and logically means, a miss.

Anytime, for example, two airplanes almost hit one another, instead of calling the event a NEAR MISS, say: “The two airplanes missed hitting one another”. It is not a good idea to describe that extremely dangerous, life-threatening, but simple event as a “NEAR MISS” because it *confuses everyone*. Express yourself, articulate anything, in the simplest, shortest, and most unambiguous and precise way.

NO PROBLEM or NOT A PROBLEM

Instead of saying the anxiety-producing expression, “NO PROBLEM”, I suggest you say: “Okay”, “Sure”, “Fine”, or if it fits the situation, “Perfect!” Saying “NO PROBLEM”, or “NOT A PROBLEM” brings the idea of “PROBLEMS” into a situation and implies that either: 1) There was a problem but that it was corrected, or that 2) In the past, a situation that is similar to the one you find yourself in has

caused one or more PROBLEMS. And those things will make you ask yourself, "How likely is it that another PROBLEM will erupt here now and mess everything up for me, delay me, make me feel powerless, helpless, and probably angry?" Express yourself using positive, happiness generating words.

NO WORRIES

According to an excellent column on idioms, the expression "NO WORRIES" was first used in the 1960s as a substitute for "you're welcome" (Reader's Digest). It also means "everything is okay". However, it is a runaround, convoluted expression similar to saying "not bad" instead of saying "good", or saying "not sick" instead of saying "healthy". "Good" and "healthy" are one word; "not bad" and "not sick" are two indirect and wordy two word expressions.

The word "WORRIES" makes certain people worry because it unnecessarily and unwisely brings the idea of *worrying* into the situation. The expression "NO WORRIES" masquerades as a positive expression but is really negative and sounds a lot like "NOW WORRY".

QUANTUM LEAP

People say "QUANTUM LEAP" to indicate how gargantuan, how big the leap was. The notion of a "QUANTUM LEAP" existing is false because a "quantum" is smaller than an atom.

SANCTION

Don't use the contronym "sanction" because it means "to allow", and it also means "to punish". It's best to not use any of the 75 or so contronyms that exist, and to instead find a synonym for any contronym you thought of using.

Don't Say DOWN After Sit, or UP after Stand

In Spanish, "sit" is "sientese," "stand" is "parese," "up" is "arriba", down is "abajo", and "cayó" is fell. If someone said, "sientese ABAJO" (sit down), "parese ARRIBA" (stand up), or "se cayó PARA ABAJO" (it fell DOWN) — if any Spanish speaker heard someone say

any of those English phrases translated to Spanish they would think the person was joking and explode laughing.

In most languages, people do not say “up” after “stand” or “down” after “sit”. In Italian, sit is “*sedersi*.” In French, it is “*aseoir*.” In Japanese, it is “*tachiagaru*.” However, Norwegians say “*stå opp*,” and the Swedes say “*stå upp*.”

The Alarm Went OFF

Though when anyone says, “The alarm went off”, everyone knows the person means that the alarm started to ring, saying went “OFF” is illogic. Say “The alarm started ringing”, “The alarm rang”, “The alarm sounded”, or “The alarm went on”. Off” is “off”, “on” is “on”. The number “one” is “one” (1), it is not “zero” (0).

Humans are too intelligent, and there are more than sufficient words for us to avoid having one word mean two things, which is the case at this moment for, according to one source, 40 to 80 percent of all English words. The word “run” has 645 meanings. Though not every word can or should be a word that has only one meaning, I am sure you will agree that it best to prevent confusion and use words that mean only one thing.

Trial and Error

“Trial and Error” sets people up to fail. Instead, say, “Trial and Success or Failure.”

Understand

If you are an automobile mechanic standing under an automobile you lifted to see its undercarriage to find the cause of a malfunction, it makes sense to say that you are working to “understand” it. However, because anyone can usually comprehend most things better by observing them from above, not by standing under them (which is what “understand” says), say “comprehend”.

It fell

Though rain and snow fall from the sky and fruits and leaves fall from trees, most things only fall when someone drops them. If something fell because something you did caused it to fall, say “I dropped it”, or say “I let it fall”. Do not say “It fell” After saying “it fell” it is

obvious, unnecessary, and illogic to add the word “DOWN”, because invariably gravity always pulls all matter down.

Biweekly or Bimonthly

“Biweekly” means 1) two times each week, and it also means 2) every two weeks. Anytime you say or write it, (inside a set of parenthesis) specify which meaning you are referring to. Or avoid the running around, don’t use that confusing word “biweekly” and say “every two weeks”, or “two times a week”.

“Bimonthly” also means two different things: 1) two times each month, or 2) every two months. Say instead say: “two times each month”, or “every two months”. Communicate, do not confuse.

USUALLY OMIT

A

A CERTAIN AMOUNT OF
ABOVE ALL ELSE
ABSOLUTELY
ACCORDING TO MY (CALCULATIONS;
RESEARCH)
ACTIVE
ACTIVELY
ACTIVITY
ACTUAL
ACTUALLY
AFTER ALL
AFTER ALL IS SAID AND DONE
AFTER THAT
AGAIN
AH, ER, OH, UM
ALL BY (HERSELF; HIMSELF) (HE; SHE)
ALL THINGS CONSIDERED
ALL TOLD
ALLOW ME TO POINT OUT THAT
ALSO
(ALSO) NOTE THAT
ALTOGETHER
AMONG THEM ARE
AND

AND I WILL ALSO (ADD; NOTE; SAY) THAT

AND SO

AND STUFF LIKE THAT

AND THAT KIND OF STUFF

ANOTHER (INCREDIBLE; INTERESTING) THING

IS (THAT)

ANYHOW

ANYTHING IS POSSIBLE

ANYWAY

ARE YOU AWARE OF THE FACT THAT

ARE YOU COGNIZANT OF THE FACT THAT

ARGUABLY

AROUND

(ARRIVED AT; CAME TO; REACHED) A POINT

(IN HER LIFE) WHERE

AS _____ AS (HE, IT, SHE, THEY, WE)

CAN BE

AS A WHOLE

AS BEST THEY COULD

AS DESTINY WOULD HAVE IT

AS EVERYBODY FOUND OUT

AS EVERYONE KNOWS

AS EVERYONE EXPECTED

AS EVERYONE KNOWS

AS THINGS HAPPENED

AS THINGS TURNED OUT

AS (IT WAS) EXPECTED

AS FAR AS ANYONE KNOWS

AS FAR AS

AS FAR AS I AM CONCERNED

AS FAR AS I CAN SEE

AS FAR AS I KNOW

AS FATE WOULD HAVE IT

AS FOR ME

AS I MENTIONED (EARLIER; BEFORE;

ONE MINUTE AGO)

AS I RECALL (THINGS)

AS I SAID (BEFORE; EARLIER)

AS I SEE IT

AS IF THAT WERE NOT (BAD; GOOD) ENOUGH

AS IS USUALLY THE CASE

AS (IT; THINGS) HAPPENED

AS (IT WAS TO BE) EXPECTED

AS MUCH AS POSSIBLE

AS MUCH AS YOU (POSSIBLY) CAN

AS POSSIBLE

AS PREVIOUSLY (MENTIONED; STATED)

AS SOME PEOPLE SAY

AS THE CASE MAY BE

AS THE OLD SAYING GOES

AS THEY SAY

AS THINGS STAND (RIGHT NOW)

AS THINGS TURNED OUT

AS TIME GOES ON

AS TIME PASSES

AS USUAL

AS WE (ALL) KNOW

AS WE HAVE ALL EXPERIENCED

(AT ONE TIME OR ANOTHER)

AS WE SPEAK

AS WELL (AS)

AS YOU ARE NOW BEGINNING TO SEE

AS YOU ARE NOW SEEING

AS YOU CAN SEE

AS YOU (MAY BE; ARE) (AWARE; KNOW)

AS YOU MAY BE STARTING TO SEE

AS YOU MIGHT HAVE HEARD

ASIDE FROM THAT

AT ALL

AT ANY RATE

AT LAST

AT THE END OF THE DAY

AT THIS POINT (IN TIME)

AT THIS STAGE IN MY LIFE I REALIZE THAT

AT THIS TIME

B

BE ADVISED THAT

BE AWARE THAT

BE IT

BE THAT AS IT MAY (BE)

BEFORE I TELL YOU WHAT I'M GOING TO

TELL YOU

BELIEVE IT OR NOT

BELIEVE ME

BESIDES

BEYOND A SHADOW OF A DOUBT
BOTH (OF THEM) (_____ AND _____)
BOTTOM LINE (IS)
BRIEFLY (PUT; STATED)
BUT AGAIN
BUT, HEY!
BUT I RECALL
BUT I REMEMBER
(BUT,) LET ME TELL YOU
BUT WAIT, THERE'S MORE (TO THIS STORY)
(BUT,) I HAVE TO SAY
(BUT,) LET ME TELL YOU
BY
BY ALL MEANS (NECESSARY; POSSIBLE)
BY ANY CHANCE
BY DEFINITION
BY DEFINITION, IT WAS A CASE OF
BY THAT, I AM NOT SAYING THAT
BY THAT I DO NOT MEAN TO (IMPLY; SAY))
THAT
BY THE WAY

C

CERTAIN THINGS SUCH AS
CERTAINLY
CHANCES ARE (THAT)
CLEARLY
COME TO THINK OF IT

COMPARATIVELY

CONCEIVABLY

CONCERNING

CONSEQUENTLY

COTTON PICKIN'

D

DEBATABLY

DEDICATING TIME TO

DEFINITELY

DEGREE OF

DELIBERATELY

DEMONSTRABLY

DESTINED TO BE

DO (as in "I DO know, say "I know")

DOES (as in "that DOES sound good", say "sounds good")

DO YOU KNOW WHAT I AM SAYING ?

DO YOU KNOW WHAT I MEAN ?

DON'T FORGET

DON'T TELL ME

DON'T WE

DON'T YOU THINK ?

DUE TO (MANY) DIFFERENT FACTORS

E

EASILY

EFFECTIVELY

EITHER

EITHER ONE OF THEM

EITHER WAY

ENTIRELY

ESSENTIALLY

EVEN

EVEN IF I HAVE TO SAY SO MYSELF

EVERYONE IN SOCIETY

EVERYONE KNOWS

EVIDENTLY

EXACTLY

EXPERIMENTALLY

F

FATEFUL

FEW KNOW (THAT)

FINALLY

FIRST OFF

FOR ALL I KNOW

FOR ALL INTENTS AND PURPOSES

FOR (ANY NUMBER OF; VARIOUS) REASONS

FOR BETTER OR (FOR) WORSE

FOR HEAVEN'S SAKE

FOR ME (PERSONALLY)

FOR ONE THING

FOR SOME REASON

FOR STARTERS

FOR THAT MATTER

FOR THE RECORD

FOR VARIETY'S SAKE
FOR YOUR INFORMATION
FORTUNATELY; UNFORTUNATELY
FRANKLY (SPEAKING)
FROM MY POINT OF VIEW
FROM (MY; OUR) STANDPOINT

H

HAPPENS TO BE
HAVING SAID THAT
HERE IS MY QUESTION (TO YOU)
HERE IS ONE MORE QUESTION FOR YOU
HERE WE GO AGAIN
HERE'S THE THING
HEREBY
HEREWITH
HEY
HIGHLY
HOLD ON (THERE)
HOLD ON TO YOUR HAT (NOW)
HOLD YOUR HORSES
HONEST TO GOODNESS
HONESTLY
HONESTLY SPEAKING
HOPEFULLY
HOW ABOUT THAT
HOW CAN I SAY
HOW DO YOU LIKE THAT

HOW SHALL I SAY

HOW SHALL WE SAY

HYPOTHETICALLY (SPEAKING)



I (AM; FEEL) ONE HUNDRED PERCENT
CERTAIN

THAT

I ALSO WANT TO TELL YOU THAT

I AM (ABSOLUTELY; TOTALLY) SPEECHLESS

I AM AFRAID (TO (HAVE TO) SAY THAT)

I AM CALLING TO SAY THAT

I AM CERTAIN THAT

I AM CONVINCED THAT

I AM CURIOUS TO KNOW (HOW; WHAT; WHO;
WHEN; WHERE; WHY)

I AM GLAD TO SAY (THAT)

I AM GOING TO ASK YOU THIS NOW

I AM GOING TO END WITH THE FOLLOWING

I AM GOING TO END WITH THIS

I AM GOING TO SAY THAT ONE MORE TIME

I AM GOING TO TELL YOU AN INTERESTING

STORY

I AM GOING TO TELL YOU (RIGHT HERE) THAT

I AM GOING TO TELL YOU THE REASON

I AM HAPPY TO REPORT THAT

I AM HERE TO SAY THAT

I AM (NOT) GOING TO REPEAT THAT (AGAIN)

I AM NOT GOING TO SAY THAT
I AM NOT SAYING THAT
I AM NOT TALKING ABOUT
I AM (NOW) STARTING TO SEE THAT
I AM TELLING YOU
I ASSURE YOU (THAT)
I BELIEVE; KNOW; THINK THAT
I BELIEVE (WITH ALL MY HEART)
I CAN FINALLY SEE THAT
I (CAN) (NOW) SEE THAT
I CAN'T (SAY; TELL YOU) HOW MUCH
I CAN'T TELL YOU HOW _____ I FEEL
I CAN'T TELL YOU HOW MUCH
I CONSIDER IT TO BE
I DARE SAY (THAT)
I FEEL
I FEEL COMPELLED TO SAY THAT
I GOTTA TELL YOU
I HAPPEN TO (AGREE; BELIEVE; THINK)
I HAVE (WANTED: BEEN WANTING) TO ASK
YOU
I HAVE GOT TO SAY THAT
I HAVE NEWS FOR YOU
I HAVE OFTEN WONDERED
I HAVE STARTED TO SEE (HOW; THAT; WHY)
I HAVE (RECENTLY) NOTICED THAT
I HAVE TO SAY THAT
I HAVE TO TELL YOU THAT
I HONESTLY BELIEVE THAT

I HAVE TO ASK YOU (THE FOLLOWING

QUESTION; THIS)

I (JUST) GOTTA SAY

I (JUST) HAVE TO TELL YOU

I JUST NOTICED THAT

I JUST REALIZED THAT

I JUST WANT TO ASK YOU

I JUST WANTED TO MENTION THAT

I (KIND OF) RECKON(ED) THAT

I KNOW

I KNOW (FOR SURE) THAT

I KNOW WHAT I KNOW

I MEAN, HEY

I MIGHT AS WELL (ADD THAT; TELL YOU THAT)

I MIGHT SAY PARENTHETICALLY

I MUST ADMIT THAT

I MUST SAY THAT

I NEED TO ASK YOU THIS QUESTION

I NOTICE(D) THAT

I PERSONALLY BELIEVE

I PERSONALLY FEEL

I PERSONALLY (THINK; THOUGHT)

I POSIT THAT

I REALIZE THAT

I RECALL THAT

I REGRET TO SAY

I REMEMBER THAT

I SAY TO YOU

I SEE THAT

I SUSPECT THAT

I TAKE IT YOU ARE

I TELL YOU

I THINK (THAT)

I THINK I AM GOING TO END WITH THIS

I THINK I'LL END WITH THIS

I TRULY BELIEVE

I WANT EVERYONE (IN THE (ENTIRE) WORLD)

TO KNOW THAT

I WANT TO ASK YOU

I WANT TO BE SURE TO TELL YOU THAT

I WANT TO CALL YOUR ATTENTION

TO THE FACT THAT

I WANT TO KNOW

I WANT TO POINT OUT THAT

I WANT TO REPEAT THAT

I WANT TO TELL YOU THAT

I WANT YOU TO KNOW THAT

I WAS THINKING

I WAS THINKING OF ASKING YOU

I WAS WONDERING

I WILL ADD THAT

I WILL ADMIT THAT

I WILL ALSO SAY THAT

I WILL REPEAT THAT

I WILL SAY THAT

I WISH I DIDN'T HAVE TO SAY THIS, BUT

I WONDER

I WOULD LIKE TO ASK YOU

I WOULD LIKE TO KNOW
I WOULD LIKE TO POINT OUT THAT
I WOULD LIKE TO SAY THAT
I WOULD LIKE TO TAKE THIS OPPORTUNITY
TO
I WOULD SAY
I WOULD SAY THAT
I WOULDN'T SAY THAT
I WOULDN'T SAY THAT, I WOULD SAY _____
I'D LIKE TO TAKE THIS OPPORTUNITY TO SAY
THAT
I'D REALLY LIKE TO KNOW
I'LL HAVE YOU KNOW THAT
I'LL SAY THAT MUCH
I'LL SAY THIS MUCH ABOUT (HER; HIM; IT;
THAT)
I'LL SAY THIS
I'LL TELL YOU THAT
I'LL TELL YOU THIS (MUCH)
I'LL TELL YOU WHAT
I'M HERE TO SAY THAT
I'M JUST CURIOUS
I'M TELLING YOU
IF DOABLE
IF ANYTHING
IF I WERE YOU, I WOULD (JUST)
IF IT IS POSSIBLE
IF NECESSARY
IF NEEDED

IF POSSIBLE

IF THAT IS THE CASE, (THEN)

IF YOU (CAN) BELIEVE THAT

(THEN YOU WILL BELIEVE ANYTHING)

IF YOU WANT TO KNOW THE TRUTH ABOUT IT

IN (A; ONE) WORD

IN ACTUALITY

IN A NUTSHELL

IN A VERY REAL SENSE

IN A WAY

IN ALL HONESTY

IN ALTITUDE

IN ANY EVENT

IN ANY WAY AT ALL

IN ANY WAY I CAN

IN ANY WAY WHATSOEVER

IN CERTAIN WAYS

IN CONCLUSION

IN CREATION

IN DEEPNESS

IN DEPTH

IN DIFFERENT WAYS

IN DUE TIME

IN ELEVATION

IN HEIGHT

IN LIFE

IN MAGNITUDE

IN MY CASE

IN MY (HUMBLE) OPINION

IN NATURE

IN ONE OR TWO WORDS

IN ONE WAY OR ANOTHER

IN ONE WORD

IN OTHER WORDS

IN PLAIN ENGLISH

IN PRACTICE

IN QUANTITY

IN REALITY

IN SCOPE

IN SHORT

IN SIZE

IN SOME WAYS

IN SUMMARY

IN SYNTHESIS

IN TERMS OF

IN THAT CASE

IN THE FIRST PLACE

IN THE HISTORY OF THE WORLD

IN THE PROCESS OF

IN THE REAL WORLD

IN THE WORLD

IN THIS CASE

IN TIME

IN VOLUME

IN WIDTH

IN YOUR OWN WORDS (CAN YOU) (PLEASE

TELL US)

INCONTESTABLY

INCONTROVERTIBLY

INCREDIBLE, BUT TRUE

INCREDIBLY

INDEED

INDISPUTABLY

INDUBITABLY

INITIALLY

INSTEAD

INTENTIONALLY

INTERESTINGLY

INTERESTINGLY ENOUGH

INTRINSICALLY

IRONICALLY

IRREFUTABLY

IRREGARDLESS (OF) [IR is unneeded]

IS A THING THAT

IS WHAT I AM GETTING AT

IT COULD BE SAID THAT

IT ENTAILS

IT FEELS LIKE

IT GOES TO SHOW YOU THAT

IT GOES WITHOUT SAYING THAT

IN INVOLVES

IT IS A FACT THAT

IT IS CLEAR TO SEE THAT

IT IS CONCEIVABLE THAT

IT IS HELPFUL TO (KEEP IN MIND; REMEMBER)

THAT

IT IS IMPORTANT TO NOTE THAT

IT IS MY (CONVICTION; BELIEF; VIEW) THAT
IT IS MY DUTY TO SAY THAT
IT IS NO WONDER THAT
IT IS POSSIBLE THAT
IT IS TIME TO
IT IS WIDELY KNOWN THAT
IT JUST DAWNED ON ME THAT
IT JUST HIT ME THAT
IT JUST SO HAPPENS THAT
IT MUST BE UNDERSTOOD THAT
IT OCCURS TO ME THAT
IT REMAINS TO BE SEEN (IF; WHETHER)
IT SEEMS TO ME THAT
IT SHOULD BE NOTED THAT
IT STANDS TO REASON THAT
IT TURNED OUT TO BE A
IT WAS A TIME (BACK) WHEN
IT'S CLEAR (TO SEE) THAT
IT'S JUST A MATTER OF TIME
IT'S JUST THAT
IT'S ONLY A MATTER OF TIME (BEFORE; TILL;
UNTIL)
IT'S THAT KIND OF (A) THING

J

JUST
JUST A MOMENT (THERE)
JUST AS IMPORTANTLY (KEEP IN MIND)

K

KEEP IN MIND THAT
KIND OF
KNOW WHAT I MEAN
KNOW WHAT I'M SAYING
KNOWN
KNOWN TO BE
KNOWN TO MAN

L

LAST BUT NOT LEAST
LASTLY
LET ME ASK YOU (THIS)
LET ME REPEAT THAT
LET ME SAY THAT
LET ME SAY THAT AGAIN
LET ME TELL YOU A STORY
LET ME TELL YOU (THAT)
LET'S END WITH
LET'S GET DOWN TO BUSINESS
LET'S GET STARTED
LET'S (JUST) SAY
LET'S START WITH
LET'S STOP BEATING AROUND THE BUSH
LIKE ALL THINGS
LIKE ANYTHING ELSE

LIKE (EVERYTHING ELSE; MOST THINGS)

LIKE MOST PEOPLE

LIKE MOST THINGS

LISTEN HERE

LISTEN TO (ME; THAT; THIS (ONE))

LISTEN TO THE SOUND OF MY LIPS

LISTEN TO WHAT I AM GOING TO TELL YOU

LISTEN TO WHAT I AM ABOUT TO TELL YOU

LISTEN TO WHAT I AM SAYING TO YOU

LITERALLY

LO AND BEHOLD

(LOOK AT IT; THINK OF IT) THIS WAY

LUCKILY FOR (HER; HIM; ME; THEM; US; YOU)

M

MAY I ASK (YOU)

(HE; I; SHE; THEY; WE; YOU) MIGHT AS WELL

MOREOVER

MOST CERTAINLY

MY CONCLUSION IS THAT

MY (GUT) FEELING IS THAT

MY QUESTION TO YOU IS

MY THEORY IS THAT

MY WAY OF LOOKING AT IT IS

N

NAMELY

NATURALLY

NEEDLESS TO SAY

NEXT

NO DOUBT

NO LESS THAN

NO ONE KNOWS THAT

NO QUESTION ABOUT IT

NONE OTHER THAN

NONETHELESS

NOT EVERYTHING IS POSSIBLE

NOT (IN) THE LEAST (BIT)

NOT ONLY _____, BUT ALSO _____

NOT OTHERWISE

NOT THE (CONTRARY; INVERSE; OPPOSITE;

REVERSE)

NOT THE OTHER WAY AROUND

NOT SOLELY

NOT TO BEAT AROUND THE BUSH, BUT

NOT TO MENTION

NOT TO SAY

NOTE (WELL) THAT

NOTHING BUT

NOTHING LESS THAN

NOTICE THAT

NOTING OTHER THAN

NOTWITHSTANDING

NOW

NOW AS (ALWAYS; BEFORE; THEN)

NOW AS (MUCH AS) EVER
(NOW) I SAY TO YOU
NOW THAT WE GOT THAT OUT OF THE WAY
NOW THAT YOU MENTION IT
NOW YOU KNOW
NUFF SAID
o
OBVIOUSLY (BUT WORTH MENTIONING)
OBVIOUSLY OBVIOUS
OF ANY KIND
OF COURSE
OH BABY
OH BOY
OH MAN
OH MAN, I AM TELLING YOU
OH MY GOD
ON A SEPARATE MATTER
ON PURPOSE
ON THE CONTRARY
ON THE FLIP SIDE
ON THE ONE HAND (AND ON THE OTHER
HAND)
ON THE OTHER HAND
ON THE WHOLE
ON TOP OF (ALL) THAT
ON TOP OF IT ALL
ONE NEVER KNOWS
ONE THING IS CERTAIN
ONLY

OR NOT

OR SOMETHING (LIKE THAT; SIMILAR)

OUT OF NOWHERE

OUT OF THE BLUE

OUTRIGHT

OVER THE YEARS (I HAVE)

OVERALL

P

PARTICULAR

(PEOPLE; SOME; THEY) SAY THAT

PERHAPS

PERSONALLY (SPEAKING)

PHENOMENON

PLEASE BE ADVISED THAT

PLEASE NOTE (THAT)

POSSIBLY

PRECISELY

PROFESSIONALLY SPEAKING

Q

QUICK QUESTION

QUITE (A BIT)

QUITE FRANKLY

R

RATES UPON REQUEST

REALLY

REGARDLESS OF

REGRETTABLY

REMEMBER

REMEMBER THAT

REMEMBER TO

REST ASSURED (THAT)

RIGHT AWAY

RIGHT HERE (AND) RIGHT NOW

RIGHT THEN AND THERE

(RIGHT) ON-THE-SPOT

S

SADLY

SAID DIFFERENTLY

SAID IN A DIFFERENT WAY

SAY

SERIOUSLY

SHEER

SIMPLY

SIMPLY PUT

SO THAT WE CAN UNDERSTAND ONE
ANOTHER

BETTER

(SO) THE STORY GOES
SO-CALLED
SOME KIND OF
SOME THINGS ARE IMPOSSIBLE
SOME THINGS ARE POSSIBLE
SOME TYPE OF
SOMEHOW (IN THE WORLD)
SOMETHING IS TELLING ME (THAT)
SOMETHING TELLS ME
SOMETIMES I WONDER
(IF; WHEN; WHERE; WHETHER; WHO; WHY)
SOMEWHAT
SOMEWHERE AROUND
SOMEWHERE CLOSE TO
SOMEWHERE IN THE NEIGHBORHOOD OF
SOMEWHERE IN THE VICINITY OF
SOONER OR LATER
SPEAKING ABOUT
SPEAKING OF
SPONTANEOUSLY
STRANGE TO SAY
STRICTLY SPEAKING
SUBSEQUENTLY
SUFFICE IT TO SAY
SURPRISINGLY OR NOT

T

TAKE IT OR LEAVE IT

TALKING ABOUT
TELL YOU WHAT
THANK YOU AGAIN
THAT
THAT (VERY) INSTANT
THAT BEING SAID
THAT IS NOT AN EXAGGERATION
(IT REALLY HAPPENED) (TO ME)
THAT IS TO SAY
THAT KIND OF (A) THING
THAT MEANS
THAT (VERY) MOMENT
THAT (VERY) INSTANT
THE
THE ANSWER (IS; MAY BE; MIGHT BE)
THE BETTER PART OF
THE BOTTOM LINE IS THAT
THE CONCEPT OF
THE CONDITION OF
THE EPITOME OF
THE FACT IS
THE FACT (STILL) REMAINS (THAT)
THE FACT OF THE MATTER IS
THE FACT THAT
THE _____ FACTOR
THE FIRST THING I WOULD LIKE TO SAY IS
THAT
THE FIRST THING I'M GOING TO DO IS
THE FLIP SIDE IS

THE FOLLOWING

THE HELL

THE IMPORTANT THING IS THAT

THE INS AND OUTS OF

THE NEXT THING (HE DID; THAT HAPPENED)

WAS THAT

THE NEXT THING I WANT TO TALK ABOUT IS

THE NOTION OF

THE ONE AND ONLY

THE POINT BEING

THE POINT IS

THE PRACTICE OF

THE PRESENCE OF

THE QUESTION (ARISES; IS; OF)

THE REALM OF

THE REASON

THE SITUATION IS THAT

THE THING IS

THE TIME HAS COME (FOR US) TO

THE TRUTH IS

THE TRUTH (OF THE MATTER) IS

THE (VERY) IDEA OF

THE (VERY) NOTION OF

THE WAY I INTERPRET IT IS

THE WAY I LOOK AT IT IS

THE WAY I SEE IT IS

THE WAY I SEE THINGS

THEN

THEN AGAIN

THERE ARE NO WORDS TO EXPRESS HOW I
FEEL

THERE, I SAID IT

THERE IS NO DOUBT THAT

THERE IS ONE THING I HAVE NOT TOLD YOU

THERE IS SOMETHING I HAVE NOT TOLD YOU

THEREFORE

THEY ARE ALL (ALIKE; THE SAME)

THINGS (LIKE; SUCH AS)

THIS CASE INVOLVES

THOUGH EVERYTHING IS NOT INTERRELATED

THOUGH NOT EVERYTHING IS INTERRELATED

TIME WILL TELL

TO A LESSER OR GREATER DEGREE

TO BE BRIEF

TO BE FRANK (ABOUT IT)

TO BE HONEST (ABOUT IT)

TO BE SHORT

TO BE SURE

TO BEGIN (WITH)

TO CLARIFY

TO CONCLUDE

TO CUT TO THE CHASE

TO MAKE A LONG STORY SHORT(ER)

TO MAKE MATTERS (EVEN) WORSE

TO ME

TO START (WITH)

TO SUM UP

TO SUMMARIZE

TO THE CONTRARY

TO TOP IT (ALL) OFF

TRIAL AND ERROR [say “Trial and Success”]

TRULY

TYPE OF

U

ULTIMATELY

UNAMBIGUOUSLY

UNDENIABLY

UNDOUBTEDLY

UNEQUIVOCALLY

UNEXPECTEDLY

UNFORTUNATELY; FORTUNATELY

UNIQUE IN ITS OWN WAY

UNMISTAKABLY

UNPREDICTABLY

UNQUESTIONABLY

UTTER

V

VERY

(VERY) FEW PEOPLE KNOW THAT

VIRTUALLY

W

WE CAN SAFELY SAY THAT
WE CAN SEE THAT
WELL, I THINK THAT
WELL (NOW)
WERE YOU AWARE THAT
WHAT COULD BE CALLED (A; AN)
WHAT DO YOU THINK ABOUT THIS
WHAT HAPPENED NEXT WILL AMAZE YOU
WHAT I AM GOING TO TELL YOU (HERE
TODAY)
IS THAT
WHAT I NEED TO (SAY (TO YOU); TELL YOU) IS
WHAT I (WILL; WOULD) CALL
WHAT I WANT TO SAY IS (THAT)
WHAT I WOULD LIKE TO KNOW IS
WHAT IN CREATION IS THAT
WHAT IS (REALLY) GOING ON IS THAT
WHAT IT (ALL) COMES DOWN TO IS
WHAT THAT MEANS (IS) (THAT)
WHAT WE ARE TALKING ABOUT IS
WHAT — FOR LACK OF A BETTER
EXPRESSION —
I WILL CALL (A)
WHAT'S EVEN MORE (INEXPLAINABLE;
ODD; STRANGE)
WHAT'S IMPORTANT IS (NOT)

WHAT'S MORE
WHEN ALL IS SAID AND DONE
WHEN IT COMES (DOWN) TO
WHEN IT HAPPENS, WE'LL KNOW
WHEN YOU GET RIGHT DOWN TO IT
WHEN YOU STOP AND THINK ABOUT IT,
 YOU WILL SEE THAT
WHETHER YOU) BELIEVE IT OR NOT
WHICH (ARE; (JUST) HAPPENS TO BE; IS;
 WAS; WERE; WILL BE)
WHILE I HAVE YOUR ATTENTION
WHILE WE'RE AT IT (WE MIGHT AS WELL)
WINDS UP
WHO (ARE; IS; WAS; WERE; WILL BE)
WHY DON'T YOU (JUST) TELL US
WHY NOT
WITH THAT IN MIND
WORDS CAN NOT EXPRESS
WORSE
WORST
WOULD YOU BELIEVE

Y

YES INDEED
YOU ARE NOT GOING TO BELIEVE THIS, BUT
YOU CAN REST ASSURED KNOWING (THAT)
YOU CAN SAY THAT AGAIN
YOU COULD SAY (THAT)

YOU KNOW

YOU KNOW SOMETHING

YOU KNOW WHAT I MEAN

YOU MAY NOT BELIEVE WHAT I AM ABOUT TO

TELL YOU, BUT

YOU MIGHT AS WELL

YOU MIGHT NOT BELIEVE THIS, BUT

YOU NEED TO

YOU NEED TO KNOW THAT

YOUR GUESS IS AS GOOD AS MINE

YOU'RE NOT GOING TO BELIEVE THIS BUT

SAY IT CONCISELY

The Internet Game

On the World Wide Web, the “Say It Concisely” game show goes on the air live. It’s theme song plays. Its host dashes to center stage, smiles and waves. The PLEASE APPLAUD signs light up, the audience applauds and he says, “Hi, everybody! I’m ‘Apparently It Looks Like,’ welcome to ‘Say it Concisely,’ the Internet game show where two contestants in our studio and one contestant joining us remotely via webcam win thousands of dollars by choosing the concise way — in other words the brief way — to say an expression.

Our contestants today are Winona Wordy. She is a housewife in Hawaii.” Winona smiles and the audience applauds.

“Barbarella Syllably, who teaches kindergarten in the United Kingdom.” Barbarella is elegant, wears black-rimmed glasses, and enunciates perfectly. She smiles and the audience applauds.

“And playing by webcam from Don’t Lie To Yourself, New Zealand, is our third contestant, Larry Lettery, the author of Amazon.com’s best-selling concise communication manual used in every college’s writing center, the book, “Speak and Write Concisely”.

A video monitor atop the podium between Winona and Barbarella’s podiums streams Larry’s handsome face as captured by his mobile device’s webcam.

“Good morning, Larry.”

“Good morning, ‘Apparently It Looks Like’.”

The host says, “Brief words and phrases have less letters, thus fewer syllables, and less beats, and let us communicate faster and save time. Long words and wordy expressions are the opposite. They have more letters, thus more syllables and more beats, and they slow down communication and waste time.

The first way I announce an expression could be the brief way, or it could be the wordy

way. The contestants who pick the concise, the brief, thus the correct way to say an expression win thousands of dollars."

Above the host — in *black letters* on a white background — a video monitor displays one version of an expression. Beneath it — in *white letters* on a black background — the same monitor displays its other version.

"Anyone, anywhere in the world, can play "Say It Concisely" with us on any device connected to the Internet by clicking the correct versions of the expressions I will be announcing.

Is everyone ready?"

Everyone nods happily and applauds.

"Let's begin with Winona Wordy. Winona, the first question is for you. Which expression is shorter and correct: ***In spite of the fact that.*** Or, ***though?***"

"Though."

"Correct! Winona. You win one-thousand dollars!"

Winona pumps her arms up-and-down, and also pumps both her long shapely legs out and back in. Everyone is shocked but laughs.

"Larry Lettery, my second question is for you. Which expression is more concise, ***Evidence that***, or ***Evidence which supports that?***"

"Evidence which supports that."

BRRRRRR!

"Sorry, Larry. You answered wrong. The concise way to say that is, ***Evidence that.*** Saying, '***which supports***' is obvious — thus unneeded."

"The next question is for Barbarella Syllably. Barbarella, option one is: ***Violates***. Option two is: ***Is in violation of***. Which version is concise?"

"Violates."

"Yes! Barbarella Syllably, you win one-thousand dollars!"

Barbarella is jubilant. The audience cheers and applauds!

“We’ll be right back with our \$2,000-dollar questions.”

Two commercials play.

“Welcome back, everybody! Is everyone ready for our \$2,000 questions?”

“Yes!”

“Winona, it’s your turn again! Which version is concise and correct: **Come to an end** ?

Or, **End** ?”

Come to an end.”

BRRRRRR!

“Sorry, Winona, you chose the unconcise way.”

“Awh!”

“Let’s go via the World Wide Web to Larry Lettery in Don’t Lie to Yourself, New Zealand.

Larry, which expression is concise: **The degree to which**? Or **How much**?”

How much.”

“Yes, yes, yes, Larry — you, are, correct! And you win \$2,000!”

Everyone applauds.

“Now, it’s Barbarella Syllably’s turn. Barbarella, your first option is: **In the event that**.

Your second option is, **If**. Which version is correct?”

In the event that.”

“No, Barbarella, sorry. Your answer is wrong.”

She says, “Shucks!” Swings her arm and accidentally punches herself in the face.

Everyone cracks up.

“Are you okay, Barbarella?” She nods.

“Okay, everybody... we’ll be right back with our \$5,000 questions.”

Two commercials play.

“Alright! Is everybody ready for our \$5,000 questions?”

The contestants and the audience pump their arms and cheer; while the same group of teenagers imitate Winona Wordy’s vigorous leg pumping.

The “Electronic Droplets” song plays.

“Okay, Winona. Are you ready for your \$5,000 question?”

“Yes, I am ready, ‘Apparently It Looks Like’.”

“Okay, Winona. Is it concise to say: ***In the direction of?*** Or, **Toward?**”

Winona is stumped, she bites her lip and more like asking a question, loudly she says, ***In the direction of...?***

“No! Winona — sorry. You chose the wordy, and long version of that expression.”

She says, “Ahhh!!!” and clenches her teeth.

“Let’s go to Larry Lettery in New Zealand. Okay, Larry. Here’s your \$5,000 question. Which version do you think is the most brief:

“Needs not? Or, **Does not have to?**”

“Needs not.”

“Yes-yes-yes Larry Lettery; hey hey hey! You, are, correct again! And you win the “Grand Prize! No less.” Larry is ecstatic.

The audience applauds, and the same group of five teenagers pump their legs vigorously again. Everyone laughs.

“Now, it’s Barbarella Syllably’s turn.

Barbarella, which expression do you think is brief and correct: **Complete stranger?** Or, **Stranger?**”

First she bites her lower lip, but then in a burst of emotion and certainty she says, **“Complete stranger.”**

BRRRRRR!

“No-oh-oh-oh Barbarella. Sorry. All strangers are automatically **complete strangers.**”

She close to collapses.

“Are you okay, Barbarella?”

Clearly shocked, she slowly nods.

“Okay everybody. That makes Larry Letterry — playing via webcam from New Zealand — our new ‘Say It Concisely’ champion! Congratulations, Larry!”

We hear a SWOOSH sound.

“Larry, we just sent you a \$7,000 Certified Money Order to your computer.”

“Yes, ‘Apparently It Looks Like,’ my \$7,000 check is on my desktop. Thank you so very much!”

“You are most welcome Larry. To Winona Wordy, Barbarella Syllably, Larry Letterry, and to our viewers who played remotely on their mobile device, computer, or tablet, thank you all for playing ‘Say It Concisely’, the international Internet game. And thanks to everyone for watching. Until next time, as far as I can tell, take it or leave it, tell you what, ‘I’m *Apparently It Looks Like*’ — or so it seems!”